

Saturday, 14 September 2010

Reception schedule

Starting time	Task	Points of Contacts	Remarks
3.00 PM	Rentals arrive and start set-up	Rentals company	
	Begin flower installations	Florist	
4.00 PM	Bride and groom arrive		
4.45 PM	Wedding cakes arrive	Bakery company	
5.45 PM	Installations ready		
6.00 PM	Cocktail hours	Caterer	
	Guests arrive		
	Bride and groom join guests		
6.45 PM	Guests seated at table		
7.00 PM	Welcoming toast		
	Food service begins	Caterer	
8.00 PM	Toasts begin		
8.30 PM	Cake cutting	Caterer	
8.45 PM	Bride & Groom first dance		
	Wedding cake is served	Caterer	
10.15 PM	Bar closes	Caterer	
	Guests start to leave		Guests invited to pick up favors from the cart
10.30 PM	Bride and groom depart		
11.00 PM	Music ends		